

User name: US Patent & Trademark Office

Book: Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes

Section: Lesson 3. Creating a New Publication

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Using the Publication Wizards

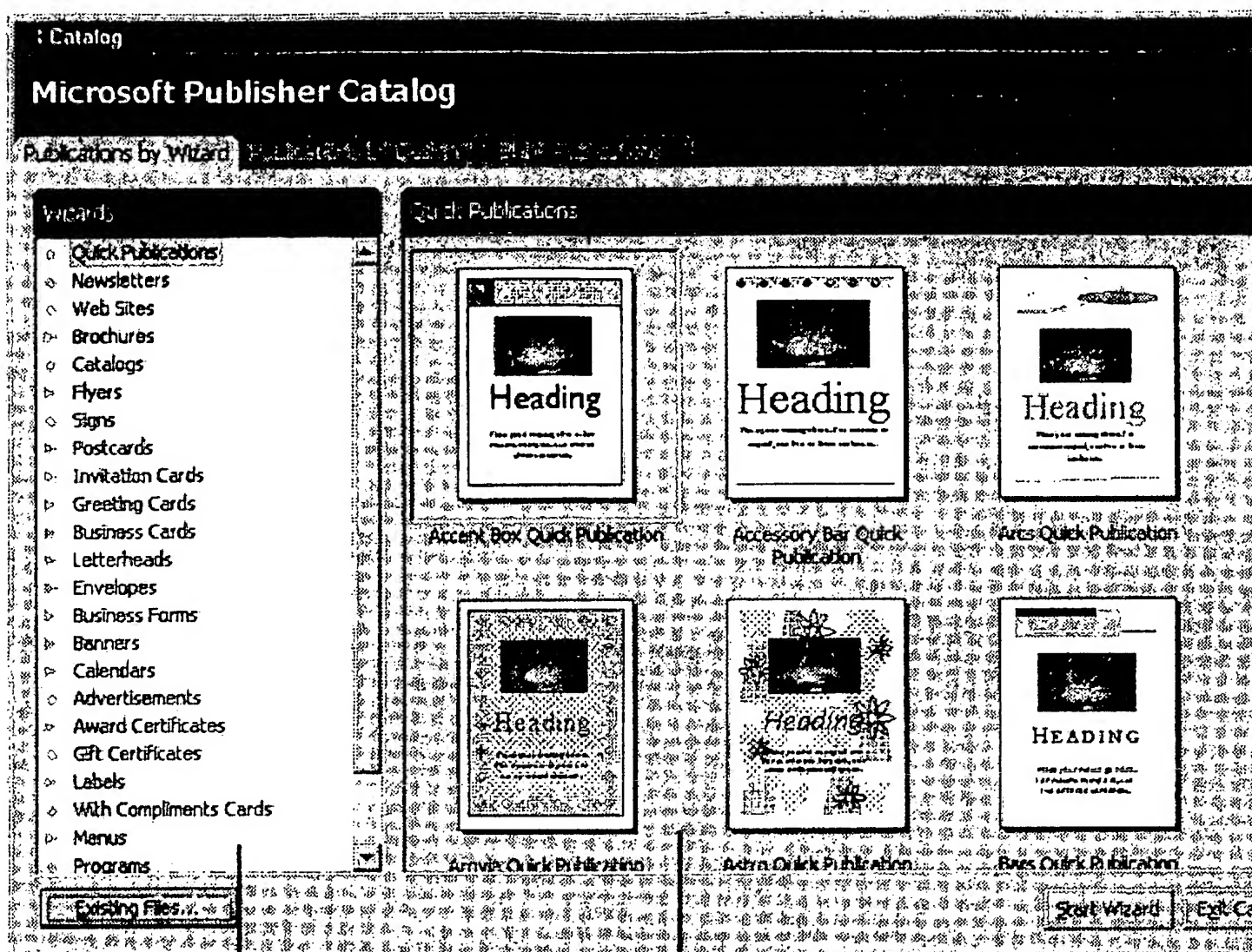
An extremely straightforward method of creating a new publication that also provides you with a lot of help is using one of the publication wizards. The advantage of a wizard not only ensures that your publication layout and orientation are appropriate for any special papers you are using (such as business card paper), but the various wizards also help you with the color schemes and design elements in your publication.

When you first start Publisher, the Publisher Catalog appears. You can start your new publication immediately using a wizard by selecting the **Wizard** tab.

If you're already working in Publisher, you can open the Publisher Catalog by following these steps:

1. In the Publisher window, click the **File** menu, and then click **New**.
2. If you are asked to save changes to any current publication, click **Yes** to save the changes or **No** to clear the publication from the Publisher Catalog. The Publisher Catalog appears.
3. Click the **Publications by Wizard** tab if necessary. The Wizards pane and the publication preview window appear as shown in Figure 3.1.

Figure 3.1. The Publications by Wizard tab provides you with access to all the publication wizards that Publisher has to offer.



Wizards pane

Preview pane

Selecting a Publication Category

When you have access to the Wizards pane, you are provided with a list of different publication types ranging from Quick Publications (which are one-page flyers) to Origami (yes, Publisher can help you design an Origami boat or crane, as well as others). When you click a particular category, a thumbnail preview is provided in the preview window.

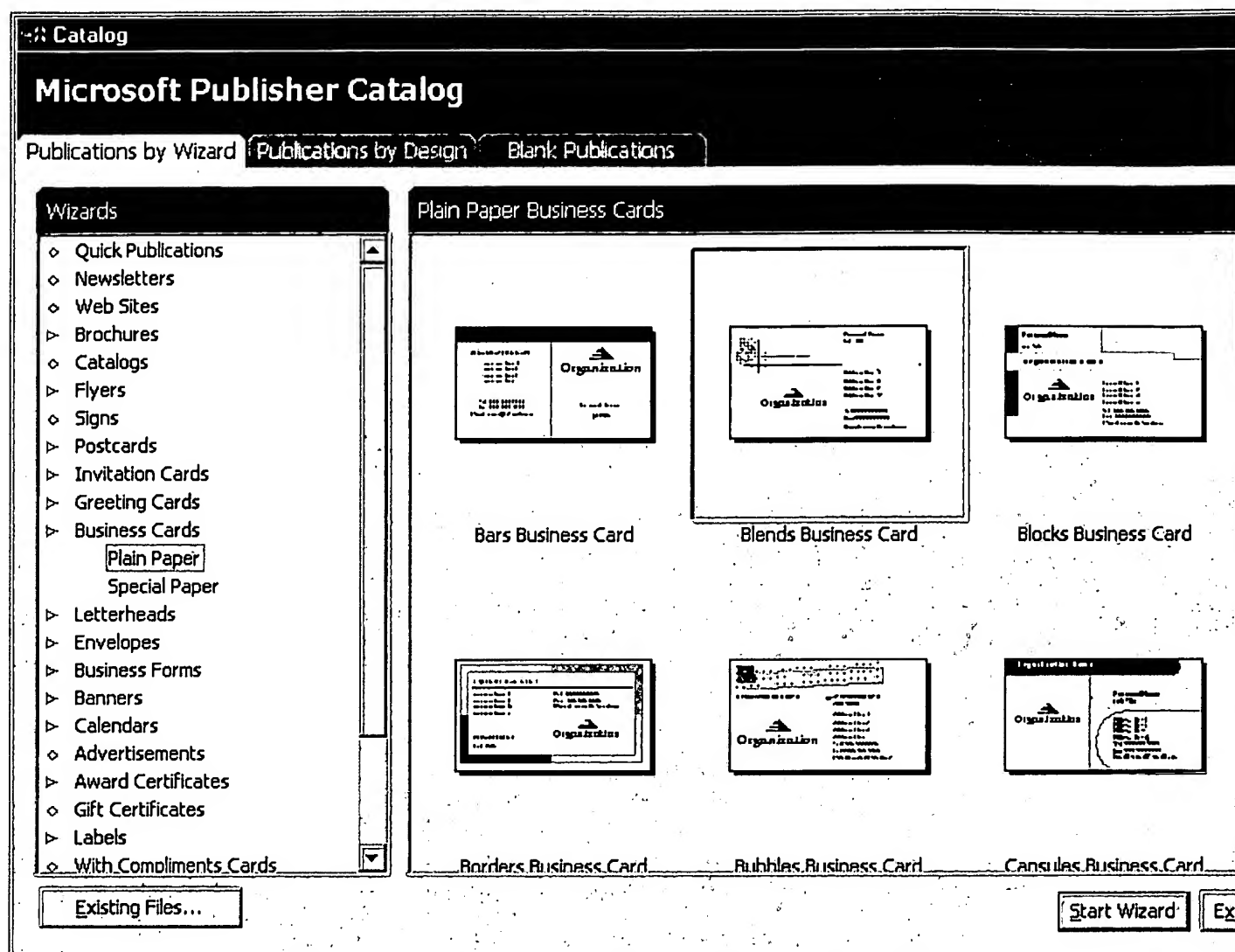
It's at this stage of the publication creation process that you select your publication type in the Wizards pane and a layout in the preview pane. After making your choices, you can actually start the particular wizard that helps you create the chosen publication.

To choose your Publication category and layout, follow these steps:

1. Select a publication category in the Wizards pane.
2. Select a publication in the preview window (see Figure 3.2).

Figure 3.2. Select a publication category and then select a specific publication to create.

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3. Click the **Start Wizard** button in the lower right corner of the preview window.

The wizard you start creates the new publication, which appears in the Publication window. The wizard walks you through the publication creation process.

Tip

Double-Click to Start Your New Publication You can also select a publication in the preview window and start its associated wizard by double-clicking on the publication preview itself.

Selecting a Publication Color Scheme

After you select a particular publication, the next series of steps are controlled by the specific publication wizard. The wizard poses its questions in the left side of the Publisher window. The changes that you make to the publication appear in the pane on the right side of the Publisher application window.

Tip

The Wizard Comes First When you choose to use a wizard to create your new publication, if you click anywhere else in the Publisher (on the menus or the publication itself) you get a message that the wizard is available to help you design your publication. You can quickly bypass the wizard questions, if you so choose, by clicking the **Finish** button in the wizard pane.

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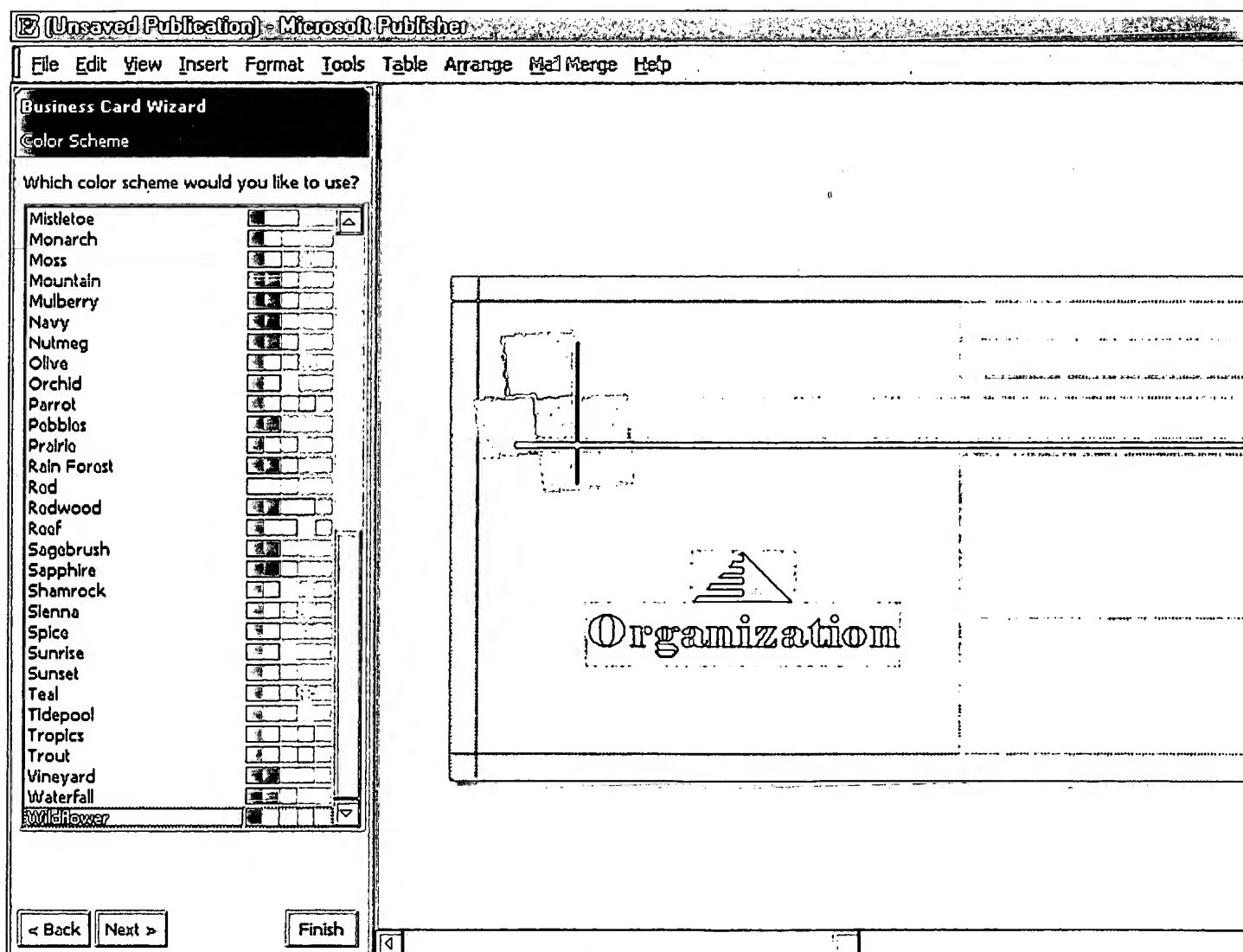
The first time you use one of the publication wizards to create a publication, the publication you create has few or no text entries present in it, because information related to you and your company is held in a profile file that is used by the wizard to fill in certain blanks on the publication (your name, phone number, and company name). One of the wizard steps is to either create or modify this profile. Supplying profile information is the "Creating a Personal Profile" section later in this lesson.

The first of the publication attributes you are asked to choose is the color scheme for the publication. You have the option of going with the default provided when you selected a particular publication for creation, or you can choose your own scheme.

To begin using the wizard and select a color scheme, follow these steps:

1. The first wizard screen explains how to use the wizard. When you are ready to begin, click the **Next** button.
2. The next screen lists the color schemes available for your publication. You can preview a particular color scheme by clicking it. The screen shows the effect on the current publication (see Figure 3.3).

Figure 3.3. Glance through the various color schemes until you find the one you want to use for the current publication.



3. When you have decided on a color scheme, make sure that it is selected and click **Next** to continue.

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Selecting Page Orientation

The next step provided by the wizard is where you select the orientation for your new publication. You can choose to create the publication in **Portrait** (where the publication is orientated on paper from top to bottom, and the height of the paper is greater than the width), or you can select **Landscape** (where the height of the paper is less than the width), where the paper is rotated ninety degrees.

Plain English

Portrait or Landscape? If you are dealing with a regular 8.5"x11" sheet of paper, Portrait orientation means that the height is 11" and 8.5" width. If you use Landscape orientation, the paper is turned on its side and the height is 8.5" and the width is 11".

Depending on the type of publication you are creating, the default page orientation usually provides the best layout for the publication. For instance, business cards are typically printed in a landscape orientation.

To select the orientation for your publication, click either the **Portrait** or **Landscape** radio button. When you complete your selection, click **Next** to continue with the publication creation.

Understanding Placeholders

Depending on the type of document you are creating, the next step provided by the wizard might ask if you want to include various placeholders in your publication. These placeholders can be for company logos, pictures, or other graphic elements. For instance, in the case of business cards, the wizard might ask you if you want to include a logo placeholder on the business card publication that you are creating. If you have a scanned image or a graphic of a company logo you can replace the placeholder with your image after completing the wizard steps.

When the wizard asks if you want to include a particular type of placeholder in your publication, select **Yes** to include the placeholder or **No** to exclude the placeholder from the publication. If you are asked what type of content you want in the publication, such as pictures and text, choose from the list. Then click **Next** to continue.

Caution

Wizard Steps Can Vary Depending on the type of publication that you are creating, the number of steps provided by the wizard might vary. Read each of the wizard screen's carefully as you work with the various publication types.

Creating a Personal Profile

Depending on the type of publication you are creating, the wizard might prompt you to create a personal profile. This profile contains information such as your name, company name, phone number, and other information. In the cases of business forms, business cards, and letterheads, you are prompted to create a new personal profile or edit the existing profile during the wizard-based publication creation. Figure 3.4 shows a Business Card Wizard that has a blank business card because no information is available in the personal profile.

The best thing about the personal profile is that you enter the information once, and it can be used again and again as you create your various publications.

Figure 3.4. Business forms and publications such as business cards derive information automatically from your personal profile.

The screenshot shows a dialog box titled "Business Card Wizard" with a subtitle "Personal Information". The main text asks, "Which personal information set would you like to use in this publication?". There are four radio button options: "Primary Business" (selected), "Secondary Business", "Other Organization", and "Home/Family". An "Update..." button is located to the right of the options. At the bottom, there are three buttons: "< Back", "Next >", and "Finish".

To create or edit the personal profile, follow these steps:

1. Click the **Update** button in the Wizard pane. The Personal Information dialog box appears.
2. Use the personal information set list box to choose the type of profile you want to edit or create (Primary Business, Secondary Business).
3. After you select the information set, fill in the various text boxes (Figure 3.5).

Figure 3.5. Fill in the text boxes in the Personal Information dialog box to create a personal information profile.

Personal Information

Choose a personal information set to edit:

- Primary Business
- Secondary Business
- Other Organization
- Home/Family

Personal information for this set

Name: Joe Habraken

Job or position title: President

Address:

Phone/fax/e-mail:

Organization name: Habraken and Associates

Tag line or motto:

Color scheme

☐ Include color scheme in this set

For print publications: Wildflower

For Web publications: Wildflower

Logo

Help on Logos Update Cancel

4. After supplying the information, you can click another profile set in the information set box and fill in the information by following the steps. When you complete your various information sets, click **Update**.

The information that you provide in the information set is placed in the publication. Typically, supplying the information profile for the publication is the last step in wizard-based publication creation. You can click **Finish** to close the wizard and complete the publication.

URL <http://proquest.safaribooksonline.com/0672315696/ch03lev1sec2>

Additional reading

Safari has identified sections in other books that relate directly to this selection using Self-Organizing Maps (SOM), a type of neural network algorithm that enables us to deliver related sections with higher quality results than traditional query-based approaches allow.

Section Title

Book Title

| | |
|---|---|
| 1. Saving Your Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Min |
| 2. Creating a New Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Min |
| 3. Getting to Know Publisher | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Min |
| 4. Deciding How to Create a New Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Min |
| 5. Completing the Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Min |
| 6. Adding Your Own Design and Color Schemes | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Min |

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Saving Your Publication

After you complete the wizard steps, save your publication. This enables you to take a breather before you begin the editing or enhancement process.

To save your new publication, follow these steps:

1. Select the **File** menu, and then select **Save**. The Save As dialog box appears.
2. Type a file name in the file name box.
3. Click the **Save** in drop-down box, and select the drive you want to save the publication in.
4. Folders in the selected drive appear in the Save As box. Double-click a folder for the publication to reside in.
5. Click the **Save** button.

The publication is saved to your computer.

In this lesson, you learned how to create a new publication using the publication wizards. You also learned how to select color schemes and create a personal information profile. In the next lesson, you learn how to create publications from scratch and by using design sets.

URL <http://proquest.safaribooksonline.com/0672315696/ch03lev1sec3>

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| Section Title | Book Title |
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| 2. Using the Publication Wizards | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |

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Book: Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes

Section: Lesson 4. Using Design Sets and Templates

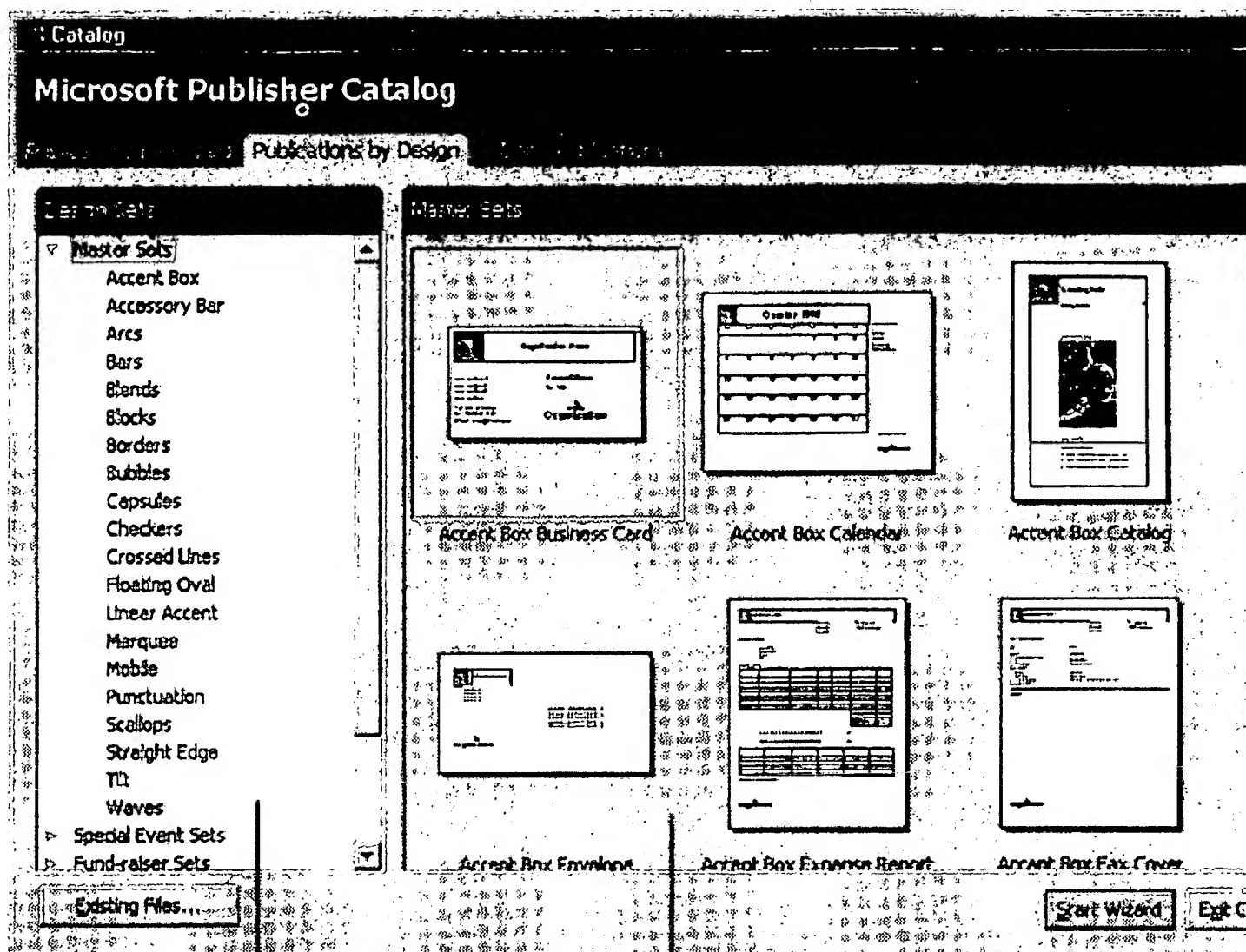
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Selecting the Design Set

You select the design set for your new publication from the Publisher Catalog, which appears when you start Publisher or when you start a new publication from the **File** menu. To select a design set for a new publication, follow these steps:

1. Start Publisher using the **Start** menu, or if you are already in the Publisher window, click the **File** menu and then click **New**.
2. If you are asked to save changes to any current publication, click **Yes** to save the changes, or click **No** to clear the publication from the Publisher window. The Publisher Catalog appears.
3. Click the **Publications by Design** tab. The Design Sets pane and the Master Sets preview window appear, as shown in Figure 4.1.

Figure 4.1. The Publications by Design tab of the Publisher Catalog enables you to create publications with a unified design.

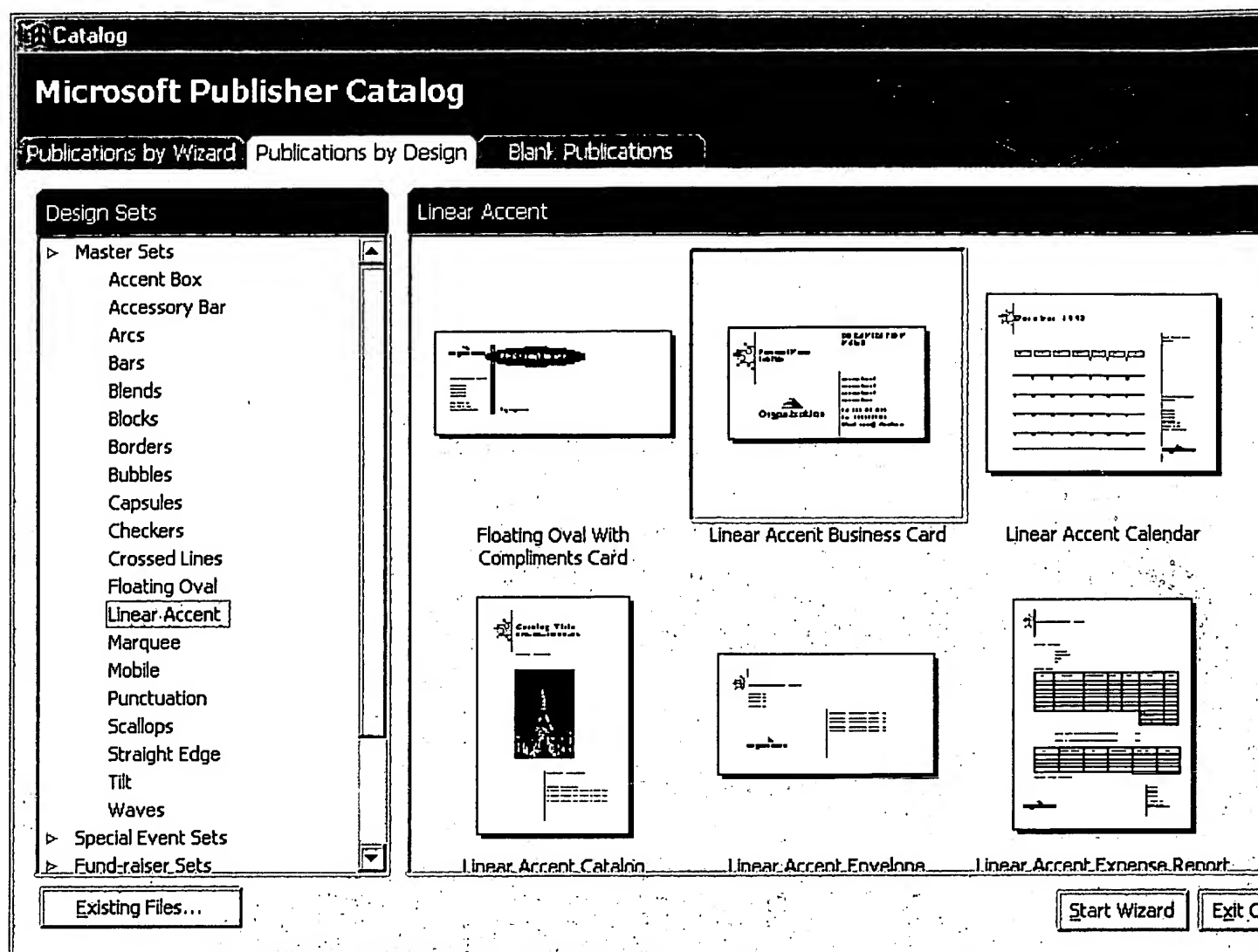


Design Sets pane

Master Sets window

4. The design sets are listed in the Design Sets pane on the left side of the Publisher window. There is a master design set for business publications, and there are specialty design sets including **Special Event Sets** and **Holiday Sets**. To expand one of the set categories, click the **Master Sets** or the **Special Event Sets**, click the set category. The design sets under that particular category appear.
5. To view the publications included in a particular design set, click the set in the Design Set pane. A preview of the publications in the set appears in the Master Sets window (see Figure 4.2).

Figure 4.2. Each design set contains several different publication masters that embrace the same design elements.



6. After you preview the various design sets that include the type of publication you want to create (such as a brochure or business cards) the design set in the design set list.

Tip

Use the Scrollbar to Peruse the Design List To view all the design sets in the Design Sets pane, click the down scroll arrow on the vertical scrollbar.

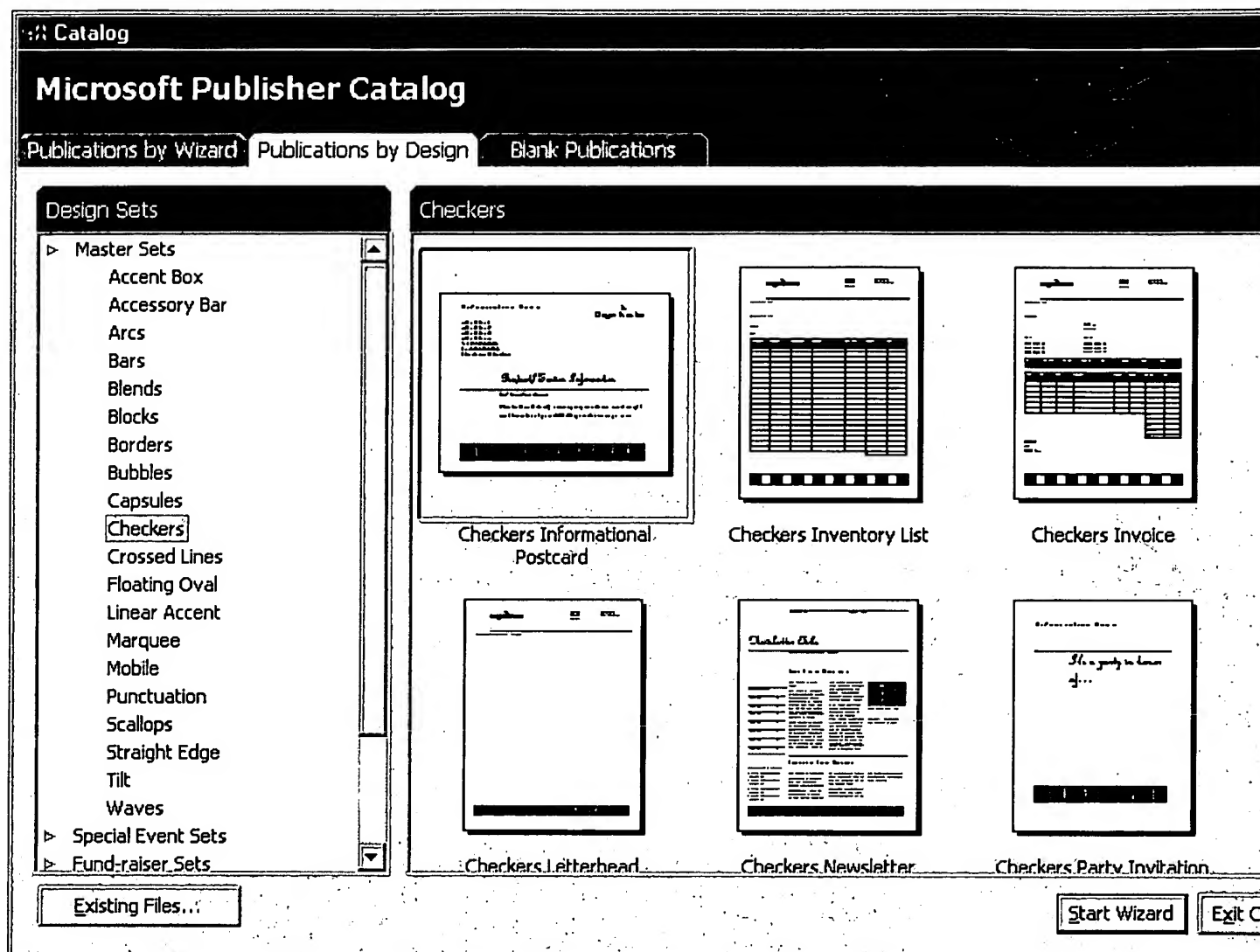
Selecting a Design Master

After you select a particular design set, you can choose the actual publication to create using the design elements of that particular set. The publications available for the set are previewed in the right pane of the Catalog window. (The title of the pane changes to the design set that you choose in the left pane.)

To select your design master and begin the publication creation process, follow these steps:

1. Click a publication master in the publication pane of the Catalog window (see Figure 4.3).
2. Click the **Start Wizard** button in the lower right corner of the preview window.

Figure 4.3. Select a publication category and then select a specific publication to create.



The wizard creates the new publication, which appears in the Publication window. The wizard walks you through the publication creation process.

URL <http://proquest.safaribooksonline.com/0672315696/ch04lev1sec2>

Additional reading

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| Section Title | Book Title |
|--|---|
| 1. Understanding the Publication Design Sets | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 2. Deciding How to Create a New Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |

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Section: Lesson 4. Using Design Sets and Templates

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Completing the Publication

Completing the publication merely requires that you answer each question posed by the specific publication wizard, which appears in the left pane of the Publisher window. Your publication, using the design set you chose on the Design Sets tab, appears in the Publication window.

Complete each wizard step as you would for any wizard-created publication (for more about the publication wizards, see Lesson 3). However, when you are given the option of changing the color scheme for the particular publication, accept the default for this step. Remember that your strategy in using the Design Sets tab is to create a group of publications that embrace the same color scheme and design elements. If you change the color scheme for this particular publication, it no longer matches other publications you create using the design set.

When you complete the various steps provided by the wizard (when you click **Finish**), make sure to save your new publication. You can quickly open the Save As dialog box and assign a name to the new publication using the **Save** button on the Publisher Standard toolbar. After you assign a name and a location to the new publication, click the **Save** button in the Save As dialog box.

URL <http://proquest.safaribooksonline.com/0672315696/ch04lev1sec3>

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| 1. Deciding How to Create a New Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 2. Saving Your Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 3. Getting to Know Publisher | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 4. Using the Publication Wizards | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 5. Adding Your Own Design and Color Schemes | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 6. Understanding the Publication Design Sets | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |

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Section: Lesson 6. Working with Existing Publications

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Opening an Existing Publication

You will probably up with a library of saved publications that you use on a fairly regular basis. Items such as certificates, invitation cards, and various business forms can be created and saved to your computer and then used when needed.

Tip

Saving Is Not Just for Finished Publications If you work on a publication and don't really have its design or colors the way that you want them, you can, of course, save the file and then work on it again at your earliest convenience.

The great thing about recycling publications in this way is that you take the time to design them well once and then you can open them and edit them to fit your particular needs. To open an existing publication, follow these steps:

1. In the Publisher window, click the **File** menu and then click **Open**. The Open Publication dialog box appears (see Figure 6.1).

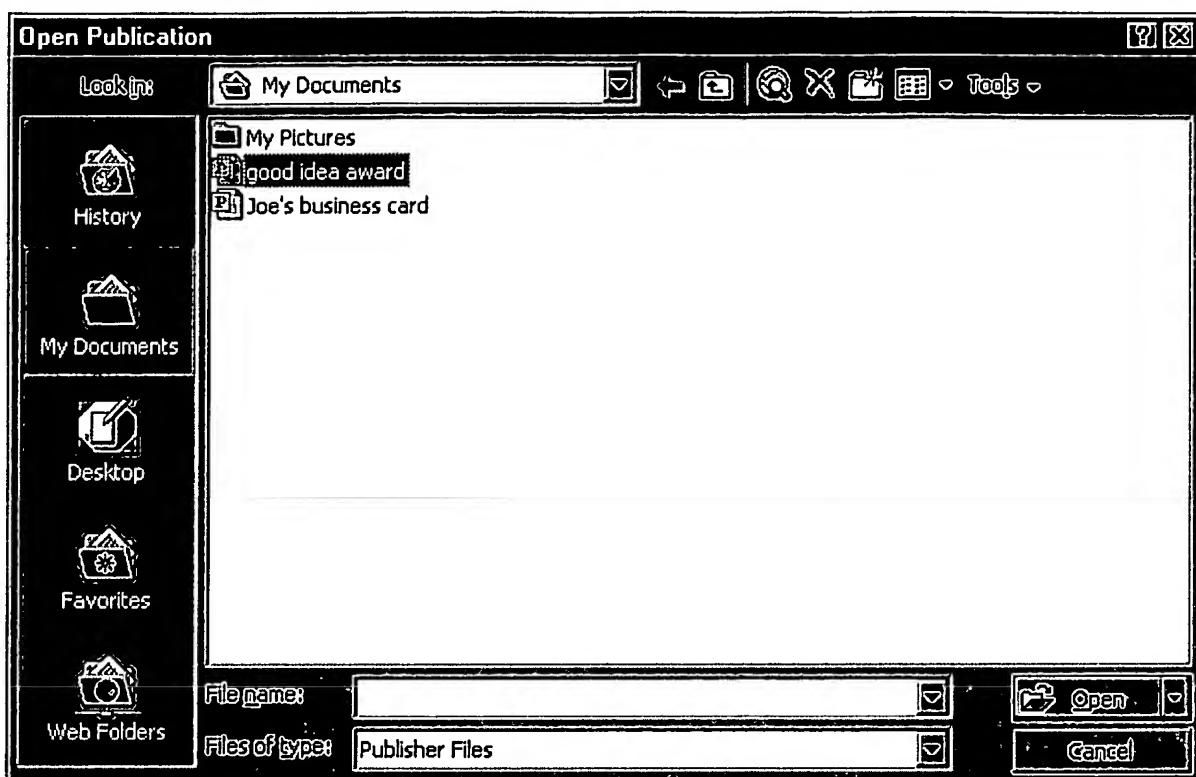
Tip



Use the **Open Button** To quickly open a publication, click the **Open** button on the Publisher standard toolbar.

2. In the Open Publication dialog box, click the Look In drop-down box to select the drive that your file is located on.

Figure 6.1. Select a location on your computer to open a specific file.



3. After you select a drive, double-click the appropriate folder in the list that appears.
4. Select the file you want to open, and click **Open**. The publication opens in the Publisher window.

Tip

Saving the Previous Publication Publisher only enables you to work on one publication at a time. If you try to open or start a different publication and have not saved the current publication, you are asked to save the current publication when you click the **Open** button in the Open Publication dialog box.

URL <http://proquest.safaribooksonline.com/0672315696/ch06lev1sec1>

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| 2. Planning Your Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 3. Deciding How to Create a New Publication | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |

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Section: Lesson 8. Working with Publication Frames

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Moving a Frame

Publisher also provides you with the capability to move your frames on your publication pages. Any selected frame can be moved using the mouse or the Size and Position dialog box.

Follow these steps to move a frame with your mouse:

1. Click anywhere on a frame to select it.
2. Place the mouse pointer on any of the border edges surrounding the frame (do not place the mouse pointer on the sizing handles). A Move pointer appears.
3. Drag the frame to a new position on the page.

You can also place a frame in a particular position on the page using the Size and Position dialog box; follow these steps:

1. Select **Format**, and then select **Size and Position** to open the dialog box.
2. Use the Horizontal Position box to select the horizontal position for the frame, and use the Vertical Position box to set the vertical position.
3. After you enter your position settings, click the **OK** button.

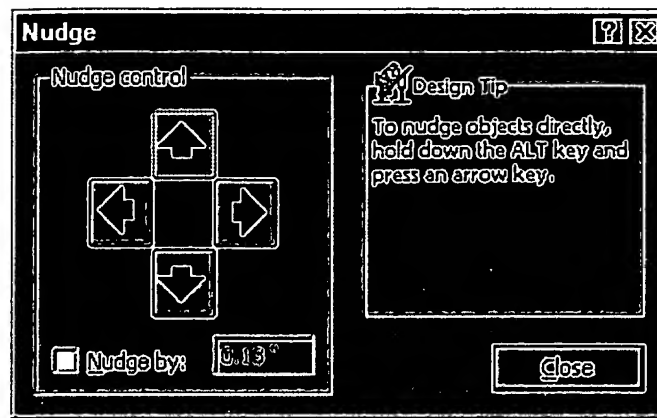
Tip

Snapping Frames to Grid and Ruler Guides Another way that you can position frames with more accuracy is to turn on the Snap to Grid feature. Select **Tools**, and then **Snap to Grids**. Frames now snap to the nearest grid line. For more about guides, see Lesson 6, "Working with Existing Publications."

You might find that you want to fine-tune the position of a frame in reference to other frames and objects on a page. This can be done using the Nudge feature:

1. Click anywhere on a frame to select it.
2. Select the **Arrange** menu, and then select **Nudge**. The Nudge dialog box appears (Figure 8.5).

Figure 8.5. Use the Nudge dialog box to move a frame slightly in any direction.



3. Click the appropriate arrow button in the Nudge dialog box to move the frame in that direction.
4. To nudge the frame by a specific measurement, click the **Nudge by** check box and enter a number in the accompanying text box. When you click the arrow buttons on the Nudge dialog box, the frame moves in that direction (by the increment specified).
5. When you finish nudging the object (you can drag the dialog box out of the way to view the frame), click the **Close** button to close the Nudge dialog box.

URL <http://proquest.safaribooksonline.com/0672315696/ch08lev1sec3>

Additional reading

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| 2. Inserting a Frame | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 3. Connecting Text Frames | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 4. Using the Position Tool | InDesign CS2 for Macintosh and Windows: Visual QuickStart Guide By Sandee Cohen |
| 5. Text | Real World Adobe InDesign CS By Olav Martin Kvern, David Blatner |
| 6. Modifying Placed Images | InDesign 1.0/1.5 for Macintosh and Windows: Visual QuickStart Guide By Sandee Cohen |
| 7. Creating Text Frames | Real World Adobe InDesign CS By Olav Martin Kvern, David Blatner |
| 8. Working with Frames | Adobe® InDesign® 2.0 Classroom in a Book® By Adobe Creative Team |
| 9. Arranging Frames in Layers | Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes |
| 10. Making Graphic Frames | InDesign 1.0/1.5 for Macintosh and Windows: Visual QuickStart Guide By Sandee Cohen |

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Copying a Frame

You can also copy frames and place multiple occurrences of the same frame on a page or copy a frame to another page in your publication. This enables you to easily place repeating design elements on a page or within an entire publication.

To copy a frame, follow these steps:

1. Click a frame to select it.
2. Select the **Edit** menu, and then select **Copy**.
3. Select the page from the status bar that you want to place the copy of the frame on, or remain on the current page.
4. Select the **Edit** menu, and then select **Paste**.

If you want to move the frame from the current page to another page in the publication, select the **Edit** menu, select **Cut**, and then proceed with steps 3 and 4.

Tip



Quickly Copy and Paste Using the Toolbar You can also copy, cut, and paste using the toolbar. Click the **Copy** button or the **Cut** button, and then select the **Paste** button, after moving to the appropriate page.

URL <http://proquest.safaribooksonline.com/0672315696/ch08lev1sec4>

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